



Weekly Management Report

November 1, 2018

- 1. Notice** Art in Public Place Committee
Meeting Cancellation Notice
Parks & Recreation Department
- 2. Agenda** Special Meeting of the Burbank-Glendale-Pasadena
Airport Authority on Monday, November 5, 2018
Burbank-Glendale-Pasadena Airport Authority
- 3. Minutes** Civil Service Board Meeting held
October 3, 2018
Management Services Department
- 4. Memo** City Council Meeting Tracker and Comparison
City Manager Department

CITY OF BURBANK
Parks & Recreation
ART IN PUBLIC PLACE COMMITTEE

NOTICE OF MEETING - CANCELLED

The meeting of the Art in Public Places Committee will be held as follows:

MONDAY, November 5, 2018
6:00 P.M.

Community Services Building
Large Parks and Recreation Conference Room 301
150 N. Third Street
Burbank, CA 91502

ART IN PUBLIC PLACES COMMITTEE

Daniel Amaya

Recording Secretary

* * * *

Distribution:

Committee Members –

Gordon Haines
Dink O'Neal
Kat Olson
Lara Saikali
Teri O'Connor
Carolyn Jackson – Parks and Recreation Board Liaison
Diane Eaton – Planning Board Liaison

Staff –

Marisa Garcia – Assistant Director of Parks & Recreation
Paula Ohan – Administrative Analyst

Management Personnel –

Ron Davis – City Manager
City Clerk



November 1, 2018

CALL AND NOTICE OF A SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, November 5, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

A handwritten signature in black ink, appearing to read "Terri Williams". The signature is fluid and cursive, with a large initial "T" and "W".

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Monday, November 5, 2018

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee **[See page 1]**
 - (i) September 17, 2018
 - 2) Finance and Administration Committee **[See page 5]**
 - (i) October 1, 2018
 - b. Commission Minutes
(For Approval)
 - 1) October 15, 2018 **[See page 8]**
 - c. Proposed Letter to Federal Aviation Administration -
Confirmation of Project for Environmental Impact
Statement **[See page 15]**
 - d. Treasurer's Report **[See page 18]**
 - 1) July 2018
6. ITEMS FOR COMMISSION APPROVAL
 - a. Issuance of Purchase Order For On-Demand Shuttle
Services – Burbank Airport - North Metrolink Station
and Hollywood Burbank Airport **[See page 41]**
 - b. Exercise of Second Extension Option
Landscaping Service Agreement
Parkwood Landscape Maintenance, Inc. **[See page 43]**
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Presentation: Metrolink SCORE Program **[No Staff Report]**

8. ITEMS FOR COMMISSION INFORMATION

- a. Hollywood Burbank Airport – Replacement Passenger Terminal – Concept Validation Report and Cost Estimate

[No Staff Report]

9. CLOSED SESSION

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Executive Director

- b. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representative: Emily Milder, Esq.
Unrepresented Employee: Frank R. Miller

10. COMMISSIONER COMMENTS
(Updates and information items, if any)

11. ADJOURNMENT

COMMISSION NEWSLETTER
November 5, 2018

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. Approved minutes of the September 17, 2018, Operations and Development Committee meeting, and approved minutes of the October 1, 2018, Finance and Administration Committee meeting are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the October 15, 2018, meeting are attached for the Commission's review and approval.
- c. PROPOSED LETTER TO FEDERAL AVIATION ADMINISTRATION – CONFIRMATION OF PROJECT FOR ENVIRONMENTAL IMPACT STATEMENT. A staff report is included in the agenda packet. Staff seeks Commission approval of a proposed letter to the Federal Aviation Administration ("FAA"), copy attached, confirming the description of the Replacement Passenger Terminal Project ("RPT") to be used in the Environmental Impact Statement currently being prepared by the FAA. The purpose of the proposed letter is to ensure there is no misunderstanding about a connection between the RPT project and the California High Speed Rail project.
- d. TREASURER'S REPORT. The Treasurer's Report for July 2018 is included in the agenda packet. At the October 15, 2018, Finance and Administration Committee meeting, the Committee voted unanimously (3–0) to recommend that the Commission note and file the reports

6. ITEM FOR COMMISSION APPROVAL

- a. EXERCISE OF SECOND EXTENSION OPTION – LANDSCAPING SERVICE AGREEMENT – PARKWOOD LANDSCAPE MAINTENANCE, INC. A staff report is included in the agenda packet. Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks authorization from the Commission to exercise the second of two one-year extension options for the Landscaping Service Agreement between the Burbank-Glendale-Pasadena Airport Authority and Parkwood Landscape Maintenance, Inc., and authorize the Executive Director to issue the required extension notice.
- b. ISSUANCE OF PURCHASE ORDER FOR ON-DEMAND SHUTTLE SERVICES – BURBANK AIRPORT – NORTH METROLINK STATION AND HOLLYWOOD BURBANK AIRPORT. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting

immediately preceding the Commission meeting, Staff seeks authorization from the Commission to issue a Purchase Order to SP Plus Corporation ("SP+") in the amount of \$3,340 on a month-to-month basis for on-demand shuttle services between the Hollywood Burbank Airport and the Burbank Airport – North Metrolink Station, and to authorize the Executive Director to issue the same.

7. ITEMS FOR COMMISSION DISCUSSION

- a. PRESENTATION - Metrolink SCORE Program. No staff report attached. Metrolink representative Scott Johnson, Manager II, Public Affairs, will provide an update on the SCORE program at Metrolink.

8. ITEMS FOR COMMISSION INFORMATION

- a. HOLLYWOOD BURBANK AIRPORT – REPLACEMENT PASSENGER TERMINAL - CONCEPT VALIDATION AND COST ESTIMATE REPORT. No staff report attached. David Herd of Buro Happold Consulting Engineers, Inc., will present the Concept Validation Report and Cost Estimate completed by their firm for the Replacement Passenger Terminal. The presentation will provide an overview of the methodology and findings of the report, as well as a review of the unit cost estimate. Additionally, Staff will present its initial review of the cost estimate.

October 3, 2018
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present: Jacqueline Waltman, Chairperson
Matthew Doyle, Vice-Chairperson
Linda Barnes, Secretary
Iveta Ovsepyan

Members not present: Miguel Porras

Also present: Leonard Bechet, Senior Planner
Marisa Garcia, Ast Parks & Rec Director
Derek Green, Police Sergeant
Brady Griffin, Human Resources Manager
Charmaine Jackson, Senior Assistant City Attorney
Susan Langford, Senior Administrative Analyst
David Lasher, Administrative Analyst II
Monica O'Brien, Ast Mgr Customer Service Operations
John Pfrommer, Police Lieutenant
Fred Ramirez, Ast Community Dir – Trans & Planning
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Ron Takiguchi, Ast Community Dev Dir – Building Official
Christopher Thompson, License and Code Manager
Julianne Venturo, Ast Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Ovsepyan and carried 4-0 to approve the minutes of the regular meeting of August 1, 2018 and September 5, 2018.

Proposed Amendments to Classification Plan

- **REVISION OF THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF LICENSE AND CODE MANAGER AND SENIOR LICENSE AND CODE SERVICES INSPECTOR**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 4-0 to approve the revision of the specifications for the classifications of License and Code Manager and Senior License and Code Services Inspector.

Recruitment and Selection Report – August and September 2018

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

This month there were retroactive extensions needed due to the lack of a quorum for the regularly scheduled Board meeting on September 5, 2018. The retroactive extensions consisted of three temporary appointment extensions and two temporary assignment extensions. The extensions were being sought on behalf of the Police Department, Management Services Department, Community Development Department, and the Burbank Water and Power Department. For the month of October 2018, there were two temporary appointment extensions and one temporary assignment extension needed. The extensions were being sought on behalf of the Burbank Water & Power Department, Parks and Recreation Department, and the Financial Services Department.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 4-0 to approve the Appointments and Assignments for the months of September and October 2018.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:10p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

DATE _____
Jacqueline Waltman, Chairperson

DATE _____
Linda Barnes, Secretary



**CITY OF BURBANK
CITY MANAGER'S OFFICE
MEMO**

DATE: November 01, 2018
TO: Honorable Mayor and City Council Members
FROM: Ron Davis, City Manager 
Via: Justin Hess, Assistant City Manager
By: Erika DeLeon, Administrative Analyst

SUBJECT: City Council Meeting Tracker and Comparison

The City Manager's Office routinely tracks City Council Meeting data to gain an understanding of how we compare with our neighboring cities, Glendale and Pasadena. Attached is the "City Council Meeting Tracker and Comparison" for Fiscal Year 2017-2018 with the following components:

- Table 1: Number of meetings held per month
- Table 2: Time spent in meetings per month
- Table 3: Average time spent in meetings per month

The Tables include a monthly breakdown of the current fiscal year. The last column to the right is the total for the previous fiscal year, for comparison purposes. It is important to note that Table 3 results demonstrate that all three cities meet for about four hours on average per meeting.

Exhibit:

A – City Council Meeting Tracker and Comparison

**City Council Meeting Tracker and Comparison
Fiscal Year 2017-2018**

TABLE 1. Number of meetings held per month

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Previous FY 16-17 Total
Burbank*	2	4	3	4	2	3	3	3	3	3	3	5	37	35
Glendale	3	5	4	5	2	3	3	4	3	3	3	4	41	36
Pasadena	3	2	2	4	2	2	3	3	3	3	4	3	34	33

TABLE 2. Time spent in meetings per month (hours:minutes)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Previous FY 16-17 Total
Burbank*	7:21	10:52	12:26	16:34	12:21	13:50	11:05	8:58	12:33	14:05	12:33	8:45	141:23	200:35
Glendale	13:51	18:18	12:14	11:32	8:55	11:26	9:12	14:06	12:00	17:38	21:53	10:18	161:23	117:00
Pasadena	13:55	4:04	5:31	17:45	4:59	6:16	12:05	14:18	12:44	17:21	17:32	15:37	142:07	122:11

TABLE 3. Average time spent in meetings per month (hours:minutes)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average	Previous FY 16-17 Total
Burbank*	3:40	2:43	4:08	4:08	6:10	4:36	3:41	2:59	4:11	4:41	2:30	4:22	3:59	5:50
Glendale	4:37	3:39	3:03	2:18	4:27	3:48	3:04	3:31	4:00	5:52	5:28	5:09	4:04	3:22
Pasadena	4:38	2:02	2:45	4:26	2:29	3:08	4:01	4:46	4:14	4:20	5:50	5:12	3:59	3:36

Note*: The numbers above reflect the number of days and length of meetings that were publicly noticed. This includes regular, special and joint meetings for all City Councils. Each City has different methods and terminology for meetings, so it only examines the number of days when meetings took place. **Meetings that were limited to closed session meetings and all time spent in closed session were excluded.**